

ANNUAL STATE AND LOCAL EMERGENCY MANAGEMENT STATEMENT OF  
WORK FOR FEDERAL FISCAL YEAR 2014

This agreement, when signed by the Chief Executive Officer and Emergency Manager of this jurisdiction, and the ADEM Area Coordinator and Director of ADEM, constitutes a formal agreement for the performance of all mandated activities required under the Emergency Management Performance Grant (EMPG) executed between the State of Arkansas and the US Department of Homeland Security Federal Emergency Management Agency (FEMA) for Federal Fiscal Year 2014 grant program. ADEM is the grantee and the local jurisdictions are the sub-grantees. **It is understood by all parties that the requirements listed in this document will be tracked on a quarterly basis and that failure to complete quarterly reports will result in the withholding of EMPG funds until the reports are submitted; failure to complete the requirements within the grant period will result in a loss of future EMPG funding. In addition, it is understood that failure to meet the NIMS requirements as outlined below will also result in a loss to any future Preparedness Grants including EMPG and HSGP funding.**

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FY 14 Emergency Management Performance Grant (EMPG):

1. Submit quarterly reports (located on the ADEM website) that track Training and Exercise progress as well as provide a narrative description of emergency management functions performed by the individuals that receive EMPG funding for salary and/or benefits. Due dates are posted on the ADEM website.
2. Work with the ADEM planners to ensure that the local Emergency Operations Plan is in compliance with the Comprehensive Preparedness Guide (CPG) 101 v.2 of September 2010. Each plan should be reviewed annually with the completion of an evaluation matrix by the jurisdiction. The evaluation matrix should be completed between July 01, 2015 and September 30, 2015, and submitted to the ADEM Planning Branch.
3. Coordinate/communicate with the ADEM Exercise Branch to ensure that all exercises being planned for the jurisdiction are populated in the States' Multi-Year Training and Exercise Plan.
4. Each person receiving EMPG funding for salary, benefits, or other expenditures must conduct 1 exercise in their jurisdiction and participate in 2 exercises for a minimum of 3 exercises within the grant period of **October 1, 2014-September 30, 2015**. Participation will depend on the individual's name and signature being on the sign in roster and the completion and submission of the AAR/IP for the exercise within 90 days of the date of the exercise. The sign in roster is available on the ADEM website. Exercise notification forms, AAR, and sign in rosters must be emailed to the Exercise section at [exercise@adem.arkansas.gov](mailto:exercise@adem.arkansas.gov)

ADEM will allow up to ten people from local jurisdictions to participate in the monthly SEOC exercises. This will be on a first come, first serve basis. An SEOC exercise can only be used for participation credit once per grant year.

Real world events will not automatically be counted toward the exercise requirement. Real world events will be reviewed on a case by case basis and will have to be authorized for exercise credit by FEMA, so please plan to participate in exercises instead of relying on real world events. Requests for real world events will be submitted to the ADEM Exercise Branch to include all information requested from an exercise; sign in roster, AAR/IP which addresses the capabilities performed and recommended improvements, etc.

5. As your jurisdiction conducts emergency exercises remember to ensure they are in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) which supports the implementation of the National Incident Management System (NIMS). A HSEEP, After Action Report/Improvement Plan (AAR/IP) must be submitted to ADEM within 90 days of exercise conduct.
6. Employees of the jurisdiction that receive EMPG funding for salary and/or benefits shall complete at a minimum the following training, within the 12 month period of performance and maintain proof of completion.

NIMS:

IS-100 – Introduction to ICS

IS-200 – Basic ICS

IS-700 – National Incident Management System

IS-800 – National Response Plan

FEMA Professional Development Series:

IS-120.a – An Introduction to Exercises

IS-230.a – Principles/Fundamentals of Emergency Management

IS-235.a – Emergency Planning

IS-240.a – Leadership and Influence

IS-241.a – Decision Making and Problem Solving

IS-242.a – Effective Communication

IS-244.a – Developing Volunteer Resources

7. Local EM coordinators and supervisory staff will complete all required curriculum, including the National Incident Management System (NIMS) course material to include IS 700, IS 800, IS 100, IS 200, ICS 300, and ICS 400 appropriate to their level of supervision, as necessary for compliance, as outlined in the ADEM Training Plan. They shall ensure that all agencies, departments and other entities, to include political sub-divisions, within the jurisdiction who have a response role or function, and who receive federal preparedness grant monies, have met the training requirements appropriate to that discipline, for implementation of the NIMS.
8. Local NIMS Coordinator develops and maintains a system to track the NIMS compliancy status of the jurisdiction and all political sub-divisions. The jurisdiction must certify NIMS compliancy status no later than **September 15** annually.
9. Provide special program preparedness, response and recovery support for local jurisdiction, and unique threats and vulnerabilities may include: Citizen Corps, CERT, VIPS, Neighborhood Watch, Medical Corps, Homeland Security, HAZMAT/LEPC, earthquake, fixed nuclear facility, etc.
10. Provide damage assessment information using ADEM incident report forms followed by comprehensive status reporting for actual disaster/emergency events occurring in jurisdiction. Written disaster declarations must be submitted within 5 business days of event occurrence.
11. Provide on a quarterly basis, all required documentation for eligible expenses to be reimbursed with EMPG funding to ADEM. Due dates are posted on the ADEM website.
12. EMPG recipients must have an active System for Award Management (SAM) account.
13. Sub-grantees who receive awards under the EMPG that wholly or partially provide funding for emergency communication projects and related activities should comply with the most recent version of the SAFECOM Guidance on Emergency Communications Grants.
14. Sub-grantees must comply with Environmental Planning and Historic Preservation (EHP) guidelines. Projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction must participate in the FEMA EHP review.
15. The Arkansas Emergency Management Conference will be reimbursed from the County EMPG funds, by submitting it as an expense on EMPG quarterly expenses, rather than by submitting a TR to ADEM immediately following the conference. This includes conference registration, meals and hotel accommodations. *Receipts must be provided for all conference costs, just like all other approved conferences.*
16. EMPG is reimbursed at 50%. Each Jurisdiction has two options for matching federal funds

**\*\*\*Note: Federal Grant Funds cannot be matched with any other Federal funds.\*\*\***

- a. Hard Match- Actual dollar amounts spent for project-related and allowable costs under the grant agreement.
  - b. Soft Match- The valuation of in-kind services. Must obtain prior approval through ADEM.
17. Monitoring of Federal Grant Recipients will occur as scheduled by ADEM. This will involve the review and analysis of the financial, programmatic, performance, and administrative issues relative to the federal grant program.
18. The grantee and any sub-grantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below;
- a. Administrative Requirements:
    - i. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
  - b. Cost Principles
    - i. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
    - ii. Federal Acquisition Regulations (FAR), Part 31.2 Cost Principles and Procedures, Contracts with Commercial Organizations.
  - c. Audit Requirements
    - i. OMB Circular A-133, Audits of States, Local Governments, and non-Profit Organizations
  - d. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
  - e. The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2014 Emergency Management Performance Grants guidance and application kit.

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Recommended focus areas for the possible use of EMPG funding within the thirteen (13) emergency management functions

1. Laws and Authorities: Review your legal authorities, laws, ordinances, regulations for the development, implementation and maintenance of an emergency management program in your jurisdiction, however lobbying is NOT an allowable expense
2. Hazard Identification and Risk Assessment: Review and update (as necessary) the identified hazards with the greatest potential to affect lives and property in your jurisdiction and assess the likelihood, vulnerability, magnitude and impact of events that could result from exposure to, and occurrence of, those hazards.
3. Hazard Mitigation: A systematic review of infrastructure and demographics to consider effective means to eliminate or reduce identified hazards and their effect within your jurisdiction. Develop local hazard mitigation plans to establish eligibility for HMGP and Pre-Disaster Mitigation (PDM) grants. (Use of EMPG funds to support this area require prior approval from ADEM)
4. Resource Management: A review of critical human and material (equipment/supplies) resources required for disaster/emergency response and immediate recovery operations in your jurisdiction, to comply with the Tier 1 Typing Standards as defined by the NIMS National Resource Typing Definitions.

5. Planning: The collection, analysis and use of information to update and/or expand your EOP, based on hazard identification and risk assessment, and such other plans for mitigation and administration as might be required and in compliance with the Comprehensive Preparedness Guide (CPG) 101 v.2 of September 2010
6. Direction Control and Coordination: The capability of all emergency response, recovery and public safety forces in your jurisdiction to accurately assess the magnitude of an event and direct, control and coordinate both individual and integrated forces utilizing the Incident Command System in response and recovery operations
7. Communications and Warning: The ability to alert, warn and communicate with the general public, special needs groups and response organizations of pending and spontaneous disaster/emergency events. (Use of EMPG funds to support this area requires prior approval from ADEM.)
8. Operations and Procedures: The ability to implement policies, plans and procedures in exercise and actual disaster events
9. Logistics and Facilities: An assessment of essential facilities (EOC, Mobile EOC, emergency shelters, etc.,) and services to support both immediate response and short and long term emergency recovery operations.
10. Training: An assessment of your staff and local emergency response and recovery agencies' levels of training/emergency management education to include all courses required to implement the National Incident Management System, providing information to ADEM on training needs and assistance with scheduling state, federal and/or private sector training opportunities to include but not limited to the following:
  - a. Developing/Enhancing systems to monitor training programs
  - b. Conducting all hazards emergency management training
  - c. Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses
  - d. Attending other FEMA-approved emergency management training
  - e. Mass evacuation training at local, State, and tribal levels
11. Exercises, Evaluations and Corrective Actions: Exercises, drills and/or simulations to evaluate plans, procedures and existing capabilities for normal disaster/emergency events (natural/man caused) plus special threats unique to the jurisdiction ( Fixed Nuclear Facility, Earthquake, WMD/Terrorism, etc.). Each jurisdiction must submit their exercise plans for the year in order to incorporate the planned exercise activities into the annual Training and Exercise Plan Workshop (TEPW). The TEPW will aid in coordinating jurisdictions training and exercise schedules to allow for additional collaboration between counties with different response capabilities in order reach a common goal
12. Crisis Communications, Public Education and Information: Ability to educate the public on normal (man caused/ natural) threats as well as special threats in the jurisdiction, provide information to protect lives and property, provide information to mitigate losses and provide awareness of services and programs available through your emergency management office and supporting activities
13. Finance and Administration: Existing and special financial administrative procedures of your office in place for administering your day-to-day operations and management and systems required for special management of disaster recovery funding, special program funding (WMD/T, earthquake, fixed nuclear facility, etc.) received by your jurisdiction. Recipients of EMPG funding should use small, minority, women-owned or disadvantaged businesses when such business are available and practical.

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**For any activity that utilizes EMPG funds, the local jurisdiction will provide documentation to verify the activity and its results to ADEM for reimbursement of the associated costs of the activity.**

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## FY 14 Emergency Management Performance Grant (EMPG)

I have received and understand the Program Papers for the EMPG program. I understand that failure to complete the requirements within the grant period will result in a loss of future EMPG funding.

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Jurisdiction

\_\_\_\_\_  
County Judge/Mayor/City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Emergency Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Maxwell, Director, ADEM

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADEM Area Coordinator

\_\_\_\_\_  
Date